



**Bureau of Indian Affairs
Office of Tribal Justice Support
Request for Proposal (RFP) A12PS01498
Tribal Court and CFR Court Reviews**

**Attachment 2
Technical Instructions**

INSTRUCTIONS FOR THE PREPARATION OF TECHNICAL PROPOSALS

TECHNICAL INSTRUCTIONS

Submit your written technical proposal as a separate part of the total proposal package. **Omit** all pricing details from the written portions of the technical proposal.

Each vendor shall furnish the proposal in two separate volumes in the format as follows:

Volume I	Technical Proposal
Volume II	Business and Price Proposal

Paper size shall be 8 1/2 x 11-inch white paper. The font size (typewritten or printed letters) shall be equivalent to 10 point Times New Roman (with the exception of pre-printed product literature). No reduction is permitted except for organization charts, tables, or other graphic illustrations. In those instances where reduction is allowable, vendors shall ensure that the print is not less than 9 point Times New Roman. Each page shall have text margins of at least one (1) inch on all sides and single line spacing. Header/footer information (which does not include any information to be evaluated) may be included in the margin space. The vendor's quotes shall not exceed the page limitations specified for each section. Pages that exceed the maximum page limitation will not be evaluated.

Proposals must be postmarked by December 7, 2012 and mailed directly to:

BIA-Central Office of Acquisitions
Quiana Galloway #4032
12220 Sunrise Valley Drive
Reston, Virginia 20191

VOLUME 1 FORMAT – TECHNICAL PROPOSAL

COVER LETTER/EXECUTIVE SUMMARY (Not to exceed 2 pages):

A brief summary of the Offeror's capability in regards to this specific solicitation, within the page limitation. Summary must include: Active Duns Number (registered in SAM), Tax ID Number, and Point of Contact Information.

PART I - OFFER:

Executed SF 33 and appropriate RFP section fill-in information, including Section K, signed by an authorized organizational representative

PART II - WRITTEN INFORMATION:

Should include sections addressing (1) Personnel Qualifications & Experience, (2) Understanding the Requirements & Technical Approach, and (3) Past Performance.

PART III - PRICE/BUSINESS:

Written information supporting the Offeror's proposed pricing and completed Section B.

WRITTEN PROPOSAL

Written proposals consist of three sections: (1) Personnel Qualifications & Experience, (2) Understanding the Requirements & Technical Approach, and (3) Past Performance. Each of these sections is linked to the corresponding evaluation criteria detailed in the Evaluation Criteria of this RFP.

GENERAL INSTRUCTIONS

Technical proposals shall be prepared using the following guidance:

LENGTH

The maximum length of the technical proposal shall be limited to **20** typewritten pages on 8 1/2 x 11" paper (each typewritten side of the paper is considered a "page"), using no less than 10 point character size and no less than an *average* of 3/4" all around for margins. The following items are *excluded* from the above stated page limitation: cover page, table-of-contents, dividers, Representations and Certifications in response to Section K of the Solicitation, and Resumes.

Please note that Resumes shall be limited to 2 pages per individual.

Foldout pages are considered in the total number of 8-1/2 by 11 inch pages or fractions thereof that they fit. Offerors shall be specific, succinct, clear and concise in writing the proposal. Offerors shall adhere to the page limitation specified. Offerors are advised that pages submitted over the page limitation will not be evaluated by the Government.

ORGANIZATION

Offerors are advised to supply all information in the sequence and format specified below. The Offeror's proposal and supporting documentation must provide sufficient basis for a thorough evaluation. It is suggested that the technical proposal be formatted clearly indicating the following sections:

- Personnel Qualifications & Experience (written proposal)
- Understanding the Requirements & Technical Approach (written proposal)
- Past Performance (written proposal)
- Response to Section K, Certifications, Representations, and Other Statements of Offerors (written proposal)

CHARTS

Offerors are encouraged to use, whenever appropriate, quantitative and graphical methods to portray facts whenever possible through the use of charts, lists, matrices, diagrams, tabulations, etc.

PROHIBITIONS OF PRICE DATA

All pricing details must be omitted from written portions of the technical proposal.

EXCEPTIONS

Any exceptions or conditional assumptions taken with respect to the requirements of this RFP shall be fully explained. Please note, however, that exceptions or deviations may render your proposal ineligible for an award without discussions.

(End)